



SW GL130

General Ledger Overview

Web Based Training



Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



Course Objectives

After completing this course, you will be able to:



Describe key General Ledger concepts



Describe the overall General Ledger process



Explain how General Ledger integrates with other Cardinal modules and interfaces with external systems



Agenda

1

Introduction to General Ledger

2

General Ledger Processes

3

General Ledger Integration and Interfaces



Lesson 1: Introduction

1

Introduction to General Ledger

This lesson covers the following topics:

- Introduction to General Ledger
- Key Concepts



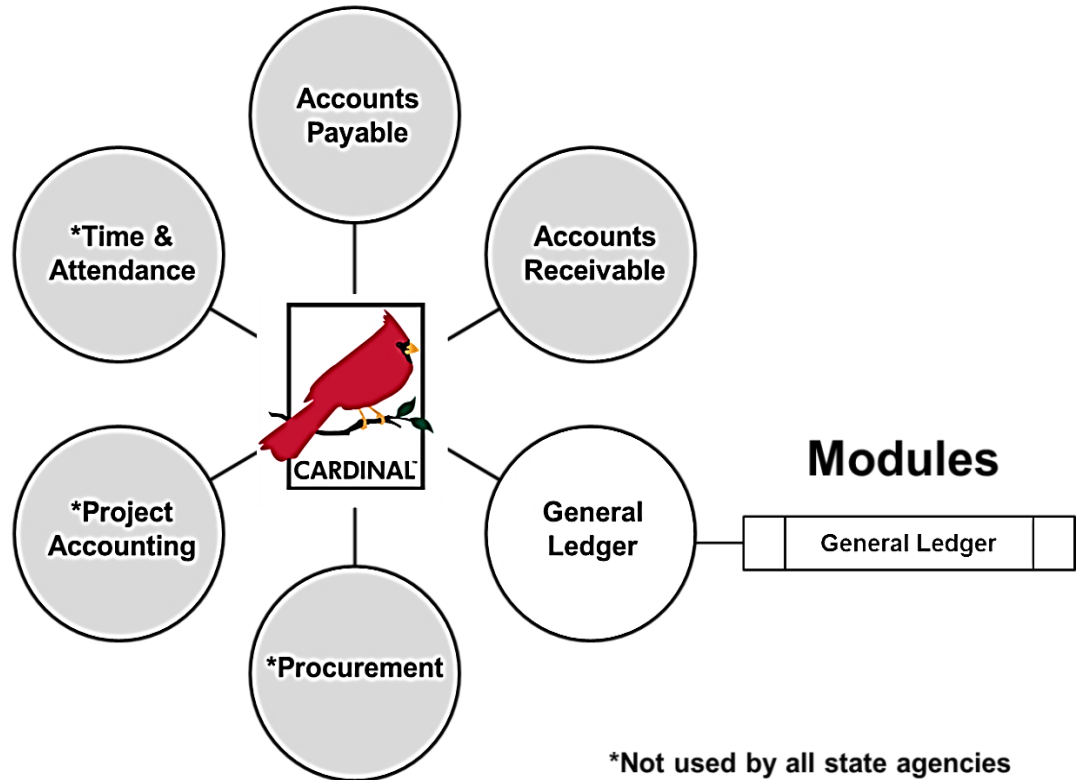
Introduction to General Ledger

The General Ledger functional area is composed of one module that establishes the financial accounts used to:

- Accumulate the results of transaction processing
- Create budgets
- Generate financial statements
- Provide source financial data for reports

In this lesson, some General Ledger key concepts will be explored.

Cardinal Functional Areas





Key Concepts

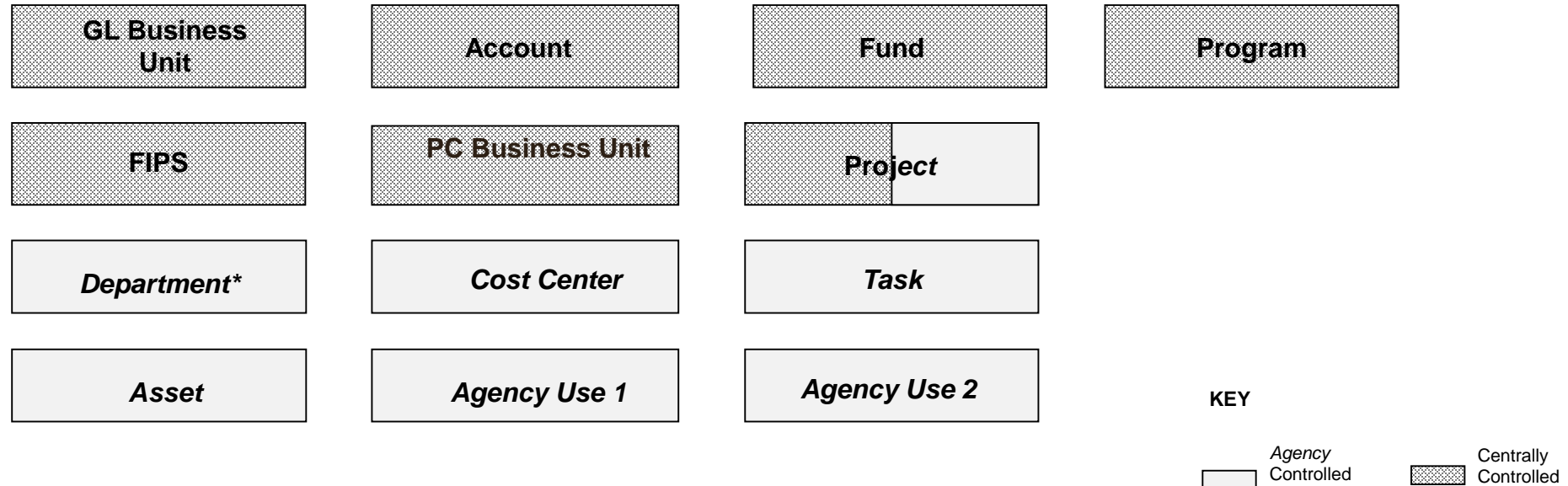
Some key concepts in General Ledger include:

- Cardinal operates on a modified accrual basis. In modified accrual accounting, revenues are recognized when they become available and measurable. Liabilities are recorded when expenditures are entered. When expenditures are paid, the related liabilities are relieved and cash is reduced.
- The Chart of Accounts (COA) is a statewide accounting structure shared by all agencies. It is maintained in General Ledger and is used within all modules of Cardinal.
- The COA provides the accounting structure and sets hierarchies for financial data to enable the recording and reporting of accounting information in both detailed and summary formats.



Key Concepts (continued)

- Each COA element is called a ChartField.
- ChartFields provide Cardinal with the basic structure to segregate and categorize transactional and budget data.
- The COA element ownership is detailed below:



The Project ChartField is agency controlled except for capital outlay and commonwealth-wide initiatives.

*Department is the only required agency-controlled ChartField.



Key Concepts (continued)

- Each ChartField has a centrally defined purpose, except for the two Agency Use fields.
- Trees are used to define groupings and hierarchical relationships between ChartField values in Cardinal. Tree maintenance is performed by the Commonwealth's Department of Accounts (DOA).
- The default ChartFields in Cardinal are shown below.

Standard ChartField Configuration

List of Chartfields

Status	Order	Field Long Name	Field Short Name		Display Length	Affiliate Type	IntraUnit Related ChartField
<input type="checkbox"/> Active ChartField	1	Account	Account	Relabel	10		
<input type="checkbox"/> Active ChartField	2	Fund	Fund	Relabel	5		
<input type="checkbox"/> Active ChartField	3	Program	Program	Relabel	10		
<input type="checkbox"/> Active ChartField	4	Department	Department	Relabel	10		
<input type="checkbox"/> Active ChartField	5	Cost Center	Cost Center	Relabel	10		
<input type="checkbox"/> Active ChartField	6	Task	Task	Relabel	6		
<input type="checkbox"/> Active ChartField	7	FIPS	FIPS	Relabel	5		
<input type="checkbox"/> Active ChartField	8	Asset	Asset	Relabel	8		
<input type="checkbox"/> Active ChartField	9	Agency Use 1	Agency Use 1	Relabel	10		
<input type="checkbox"/> Active ChartField	10	Agency Use 2	Agency Use 2	Relabel	8		

Click on image to enlarge



Key Concepts (continued)

- Combination edits are rules that identify valid ChartField combinations that can be used on an accounting entry.
- Commitment Control is a function within the General Ledger which provides budget checking. It provides for the tracking and controlling of expenditures against budgets and revenues against estimates (i.e., budget structures). It also enables creating budgets and budget checking source transactions originating in various Cardinal modules.
- A SpeedType is a code that auto-populates pre-defined ChartFields on the accounting distribution line when entered on a transaction. SpeedTypes can be used in General Ledger, Expenses, Accounts Receivable Direct Journals, and Commitment Control Budget Journal entries. SpeedCharts provide similar functionality for Accounts Payable except that multiple accounting distributions can be configured for an individual SpeedChart.
- A SpeedType provides the ability to define codes for frequently used ChartField combinations. When a SpeedType is entered, COA values may still be added or changed on the associated distribution line.



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



SpeedTypes are used in the General Ledger, Expenses, and Accounts Receivable modules.

- ☐ True
- ☐ False

Determine which of the following statements are true.

- ☐ The COA sets hierarchies for financial data elements that are used by all modules in Cardinal.
- ☐ The COA structure and values are maintained in General Ledger.
- ☐ The COA provides Cardinal with the basic structure to segregate and categorize transactional and budget data.
- ☐ All of the above



Lesson 1: Summary

1

Introduction to General Ledger

In this lesson, you learned:

- The Chart of Accounts (COA) is a statewide accounting structure shared by all agencies. It is maintained in General Ledger and is used within all modules of Cardinal.
- COA elements are called ChartFields.
- Some ChartFields are maintained centrally while others are maintained by agencies.
- ChartField values can be defined as specific values or as a range of values using trees.
- Commitment Control enables the tracking and controlling of expenditures against budgets and revenues against estimates (i.e., budget structures).
- SpeedTypes are a set of pre-defined ChartFields that can be used in General Ledger, Expenses, Accounts Receivable Direct Journals, and Commitment Control Budget Journal entries to expedite data entry.
- SpeedCharts provide similar functionality for Accounts Payable except that multiple accounting distributions can be configured for an individual SpeedChart.



Lesson 2: Introduction

2

General Ledger Processes

This lesson covers the following topics:

- General Ledger Functional Area
- Four Key Processes in General Ledger



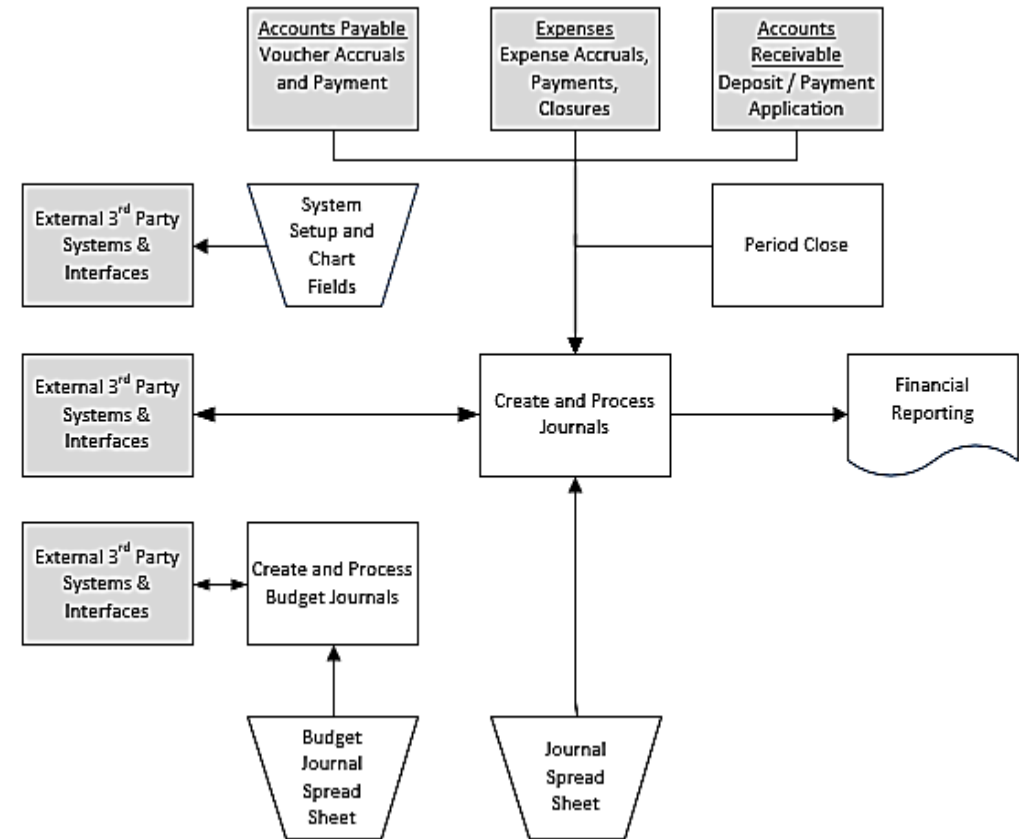
General Ledger Functional Area

The General Ledger serves as a book to record all financial transactions.

Key processes in the General Ledger functional area are:

- System Setup and ChartFields
- Create and Process Budget Journals
- Create and Process Journals
- Period Close

This diagram shows some Cardinal General Ledger processes. It also shows the business processes' relationships with each other, with other Cardinal functional areas, and with systems external to Cardinal.



Click on image to enlarge



General Ledger Home Page

The **General Ledger** home page provides access to all pages within the General Ledger module, as well as links to commonly used pages in other applications. Navigate to this page using the following path:

Main Menu > General Ledger

Home | Worklist | Add to Favorites | Sign out

All Search >> Advanced Search

Favorites Main Menu > General Ledger

General Ledger

General Ledger
Access General Ledger.

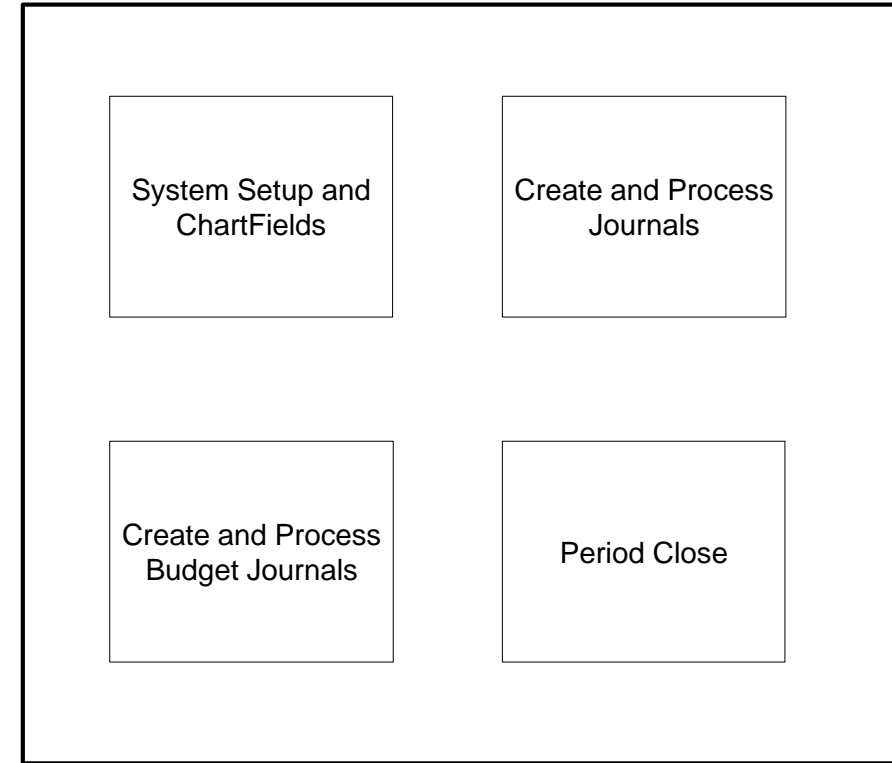
Journals Create, import, review, correct, and process journal entries. <ul style="list-style-type: none">Journal EntryStandard JournalsImport Journals2 More...	GL Subsystem Reconciliation Perform General Ledger subsystem reconciliation. <ul style="list-style-type: none">TA-GL Database ReconciliationTA-GL Journal Recon ReportAP-GL Reconciliation7 More...	Ledgers Configure ledgers and ledger templates and groups; import/export ledger data. <ul style="list-style-type: none">TemplatesDetail LedgersLedger Groups6 More...
Summary Ledgers Access summary ledgers. <ul style="list-style-type: none">Ledger Set for Summary LedgerDefine Summary LedgerBuild Summary Ledger2 More...	Close Ledgers Configure ledger closing rules and request a process for closing. <ul style="list-style-type: none">Closing RulesClosing Process GroupClosing Rule Report3 More...	Average Daily Balance Configure average daily balance definitions and run the calculation process. <ul style="list-style-type: none">ADB DefinitionADB ProcessADB Definition ReportADB Calculation Report
Open Items Review and reconcile open items. <ul style="list-style-type: none">Open Item Listing Report	Maintain Standard Budgets Review, copy, or update standard budgets. <ul style="list-style-type: none">Budget Copy Calculation Log	Monitor Background Process Unlock journals/nonshared tables; review statistics; print process report. <ul style="list-style-type: none">Journal UnlockReview Incremental Led Status
Review Financial Information Run inquiries on journals, ledgers, or accounting entries. <ul style="list-style-type: none">JournalsLedgerLedger Group4 More...	General Reports Access journal, ledger, trial balance, reconciliation, and InterUnit reports. <ul style="list-style-type: none">Payment Cash ReportsCARS Interface Summary ReportCOVA Analysis of Appropriation33 More...	



Four Key Processes in General Ledger

There are four key processes in General Ledger:

- System Setup and ChartFields
- Create and Process Budget Journals
- Create and Process Journals
- Period Close





System Setup and ChartFields

During the System Setup and ChartFields process, fields that store the COA and provide Cardinal with the basic structure for transactional and budget data are established and maintained.

The processes for setting up centrally and agency maintained fields are detailed below:

Centrally Maintained ChartFields

- Agency prepares and sends COA request to DOA
- DOA reviews the request and enters/updates the ChartField value in Cardinal
- DOA completes tree and/or combination edit setup if needed
- Agency updates SpeedTypes/SpeedCharts if needed

Agency Maintained ChartFields

- Agency enters/updates the ChartField value in Cardinal
- Agency notifies Cardinal Post Production Support (PPS) of new ChartField setup and requests tree and/or combination edit setup if needed
- Agency updates SpeedTypes/SpeedCharts if needed



Design ChartFields Page

ChartField values are created and modified on the **Design ChartFields** page in Cardinal. Navigate to this page using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields

The screenshot shows the 'Design ChartFields' page in the Cardinal application. The top navigation bar includes the 'CARDINAL' logo, a search bar with 'All' and 'Advanced Search' options, and links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation bar, a breadcrumb trail reads: 'Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields'. The main content area is titled 'Design ChartFields' and contains a grid of folders and sub-items:

Design ChartFields		
Design ChartFields.		
Configure Configure ChartFields. Standard Configuration Advanced Configuration Attributes 3 More...	ChartField Audits Perform ChartField audits. Run Audits	Define Values Define ChartField values. ChartField Values SpeedTypes Mass Delete SpeedTypes
Combination Editing Create ChartField combination edit rules. ChartField Editing Template Combination Definition Combination Rule 11 More...	ChartField Value Sets Set up ChartField value sets. Setup ChartField Value Sets	Review Review configuration status/steps, alternate accounts and ChartField attributes. Review Alt Account Mapping Review ChartField Attributes
Reports Report on ChartFields, alt accounts, configuration, SpeedTypes or account types. ChartField Reports ChartField Report Options Account Balancing Group 5 More...		

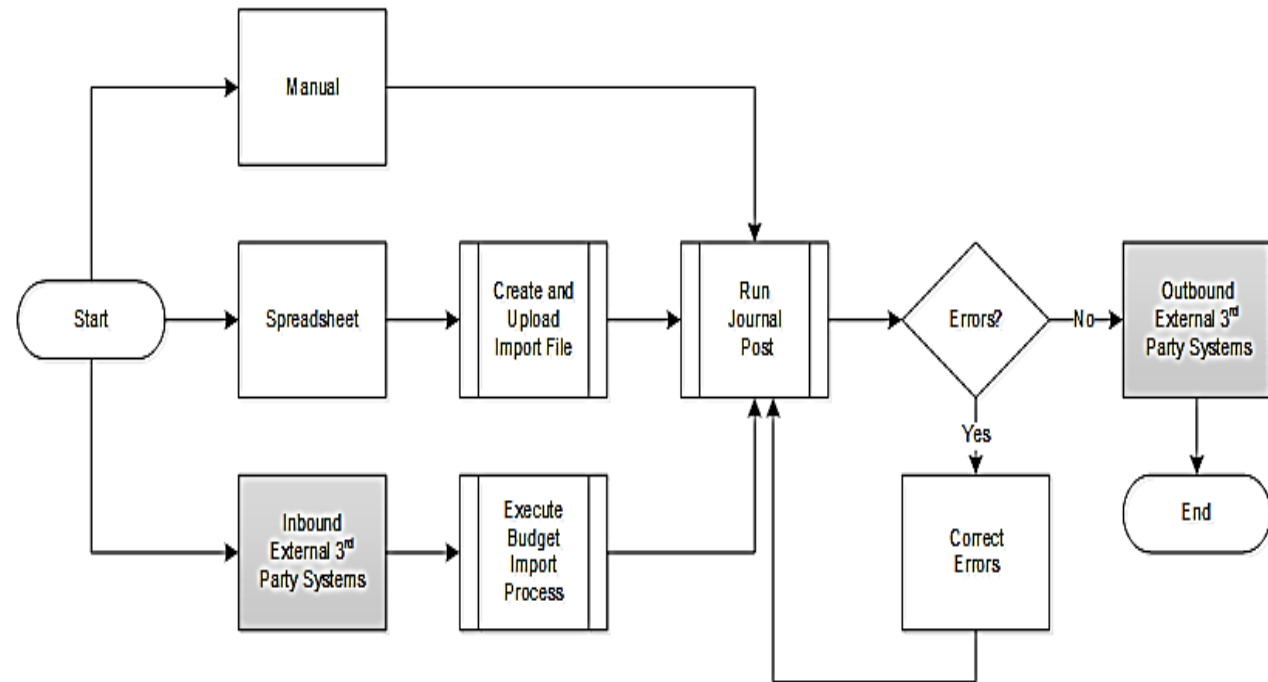
Create and Process Budget Journals

The Create and Process Budget Journals process provides budgetary control for defined and authorized budgets within the General Ledger.

The Department of Planning and Budget (DPB) controls and sends budget adjustments for all legal budgets, Appropriation, and Allotments throughout the year. DPB also sends the Official Revenue Estimate and Operating Plan budgets.

Agencies can create and adjust their agency operational level budgets at their discretion.

Budget journals can be created manually using online pages or using the Excel spreadsheet budget journal upload process.




Click on image to enlarge



Commitment Control Page

The **Commitment Control** page allows one to define, create, maintain, and review the agency level budgets. Navigate to this page using the following path:

Main Menu > Commitment Control













Home | Worklist

All Search >> Advanced Search

Favorites ▾Main Menu ▾ > Commitment Control ▾

Commitment Control

**Commitment Control**
Define or maintain budgets, budget-check, and review budgets and exceptions.

 Define Control Budgets Create budget definitions for Commitment Control ledger groups. <ul style="list-style-type: none">Budget DefinitionsCopy Budget DefinitionsBudget Attributes5 More...	 Define Budget Security Activate and configure security events for budget entry, inquiry, and override. <ul style="list-style-type: none">EventsField SetupRule Definitions7 More...	 Budget Journals Access Commitment Control budget journals. <ul style="list-style-type: none">Enter Budget JournalsEnter Budget TransferMass Delete Budget Journals2 More...
 Post Control Budget Journals Post control budget journals. <ul style="list-style-type: none">Request PostingBudget Ledger Details Report	 Review Budget Activities Review budget activities. <ul style="list-style-type: none">Budget DetailsBudgets OverviewLedger Inquiry Set3 More...	 Close Budget Close a budget. <ul style="list-style-type: none">Define Budget Period SetDefine Closing RuleDefine Closing Set9 More...
 Budget Reports Run budget reports. <ul style="list-style-type: none">Budget Notification ProcessDPB Interface ErrorsAppropriation Activity Report14 More...	 Third Party Transactions View and budget-check generic third-party and payroll transactions. <ul style="list-style-type: none">Generic Transaction EntryBudget Check Generic TransBudget Check HR Payroll	 Review Budget Check Exceptions Review budget-check exceptions. <ul style="list-style-type: none">Purchasing and Cost ManagementTravel and ExpensesAccounts Payable6 More...



Create and Process Journals

Create and Process Journals is the main function in General Ledger. During this process, financial transactions post to the General Ledger.

Journal entries can be created:

- Manually online
- From other Cardinal modules
- From Inbound External 3rd Party and Agency Systems
- From an Excel spreadsheet

Once a journal is created, journal processing includes:


- Edit checking the journal
- Budget checking the journal
- Correcting journal errors
- Routing the journal for approval
- Posting the journal



Journals Page

From the **Journals** page one can create, import, review, and process journal entries. Navigate to this page using the following path:

Main Menu > General Ledger > Journals




Home | Worklist | Add to Favorites


All ▾ Search >> Advanced Search

Favorites ▾ | Main Menu ▾ > General Ledger ▾ > Journals ▾


General Ledger

**Journal Entry**
Create, import, review, correct, and process journal entries.


- Create/Update Journal Entries
- Copy Journals

**Subsystem Journals**
Configure Journal Generator accounting entry definitions and templates.


- Accounting Entry Definition
- Journal Generator Template
- Generate Journals

**Standard Journals**
Define, create, or review standard and recurring journals.

- Define Standard Journals
- Create Standard Journals
- Review Standard Journals

**Process Journals**
Review and submit journals for editing, budget-checking, and posting.

- GL to PC - WebIMS
- Mark Agy Jmls for Posting
- Edit Journals
- 7 More...

**Import Journals**
Import journals from external flat files or the spreadsheet journal interface.

- External Flat Files
- Spreadsheet Journals




Process Journals Page

From the **Process Journals** page one can review and submit journals for editing, budget checking, and posting.

Navigate to this page using the following path:

Main Menu > General Ledger > Journals > Process Journals














Home | Worklist | Add to Favorites

All ▾ Search >> Advanced Search

Favorites ▾Main Menu ▾ > General Ledger ▾ > Journals ▾ > Process Journals ▾

General Ledger

 **Process Journals**
Review and submit journals for editing, budget-checking, and posting.

 GL to PC - WebIMS GL to PC - WebIMS	 Mark Agy Jrnls for Posting Mark Agency Journals for Posting	 Edit Journals Request a process to edit journals.
 Budget Check Journals Request a process to budget-check a journal against predefined budget criteria.	 Mark Journals for Override Mark journals for override after they fail budget checking.	 Mark Journals for Posting Identify journals that are ready to post and mark them for posting.
 Post Journals Request a process to post valid journal entries to the ledger.	 Review Journal Status Specify search criteria to review the status of journals.	 Journal Edit Errors Report Print a report listing detailed information on journal edit errors.
 Posted Journal Summary Report Create a report summarizing posted journal information.		



Period Close

Period Close is initiated at calendar milestones (i.e., month end, fiscal year end, budget year end).

The General Ledger and other Cardinal modules can close accounting periods on different dates for a given accounting period.





Period Close: Month End Close

Month End Close enables the closing of monthly accounting periods within a fiscal year by business unit.

The Month End Close process finalizes transactions for the period.

The process for Month End Close includes:

- Completing processing of transactions for the period
- Running month end reports
- Analyzing reports
- Making corrections, if necessary
- Performing verification and certification to DOA



Period Close: Year End Close

Year End Close processing activities include the recording of final journal entries for the fiscal year, the closing of operational account balances to fund balance, the reversion of general fund cash, and the roll forward of ledger balances to the new fiscal year.

The process for Year End Close includes:

- Generating preliminary year end closing reports
- Analyzing reports
- Creating year end adjustments
- Generating final year end reports



Period Close: Budget Year End Close

Closing a budget ledger reverses the remaining available budget and marks the budget with a closed status. The options for budget close are:

- Close the remaining budget
- Close and roll the available amount to the new fiscal year

Budget Year End processing carries the remaining Capital Outlay related budgets forward, closes Operating related budgets, and closes agency lower level budgets.

The Budget Year End Close process is independent of the year end close process.

The process for Budget Year End Close includes:

- Reviewing carry forward list
- Reviewing ChartField value sets
- Reviewing, creating / modifying ChartField value sets, if needed
- Creating / modifying closing rules
- Defining closing rule options
- Executing budget close
- Running / analyzing budget close reports
- Executing budget close



Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



Which processes are included in the General Ledger functional area?

- Cardinal Setup, Processing Budgets, Processing Journals, Processing Payments.
- Cardinal Setup and ChartFields, Creating and Processing Journals, Creating and Processing Budget Journals, Period Close.

One of the main functions within General Ledger is creating and processing journals.

- ☐ True
- ☐ False

Journal entries can be created using online pages, other Cardinal modules, interfaces, or an Excel Spreadsheet.

- ☐ True
- ☐ False



Lesson 2: Summary

2

General Ledger Processes

In this lesson, you learned:

- The key General Ledger Processes are:
 - System Setup and ChartFields
 - Create and Process Budget Journals
 - Create and Process Journals
 - Period Close



Lesson 3: Introduction

3

General Ledger Integration and Interfaces

This lesson covers the following topics:

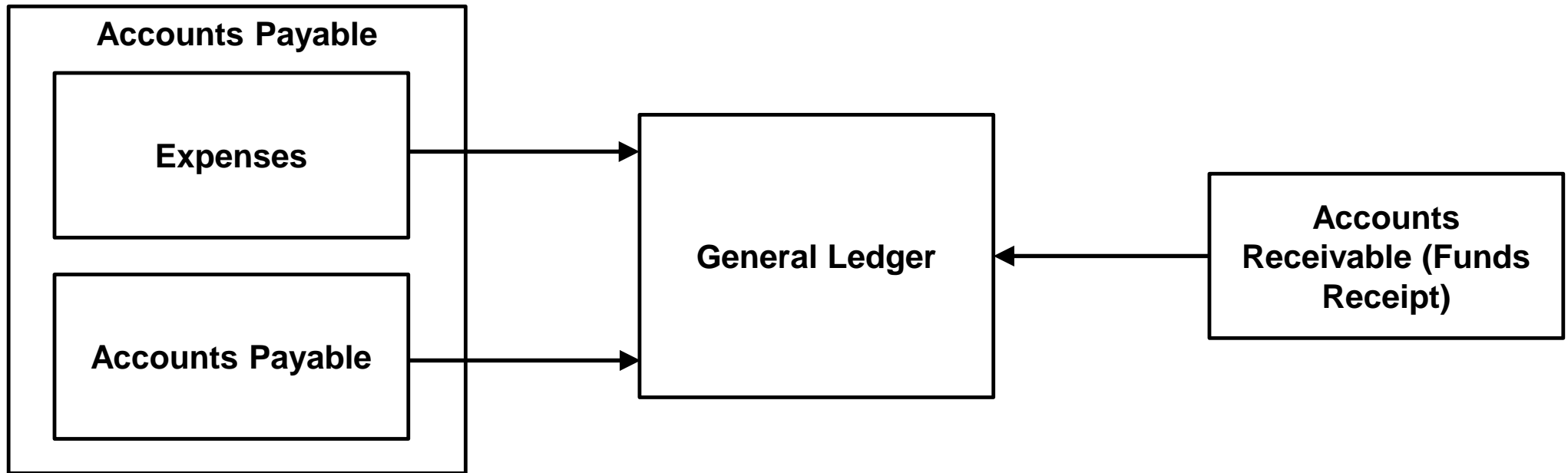
- General Ledger Integration
- Accounts Payable and Expenses Integration
- Accounts Receivable Integration
- General Ledger Interfaces



General Ledger Integration

Each Cardinal module feeds financial data that becomes journals in General Ledger. Various modules use Commitment Control, which resides in General Ledger, for budget checking.

When a transaction passes budget check, it is marked with a **Valid** status and processing continues. If there are errors, further processing is suspended until the error is corrected.

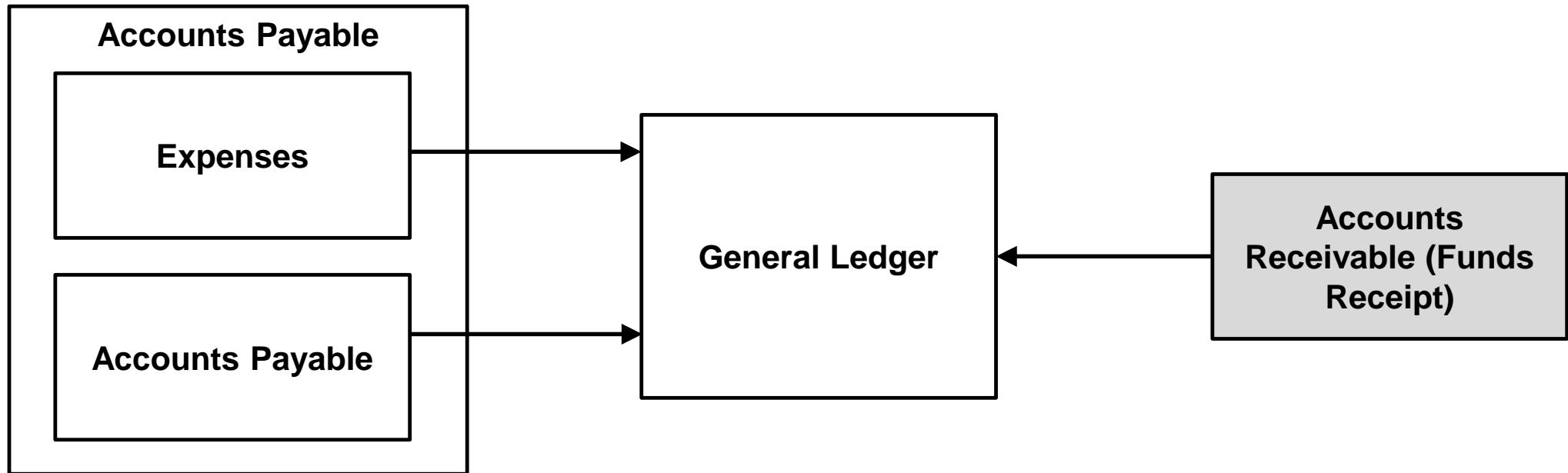




General Ledger: Accounts Payable Integration

General Ledger integrates with the Accounts Payable and Expenses modules in the following ways:

- Accounts Payable and Expense transactions are edit and budget checked in Accounts Payable, using General Ledger edit and budget configuration.
- Once transactions are edit and budget checked, the Accounts Payable and Expenses modules create accounting entries that post to the appropriate ledgers.

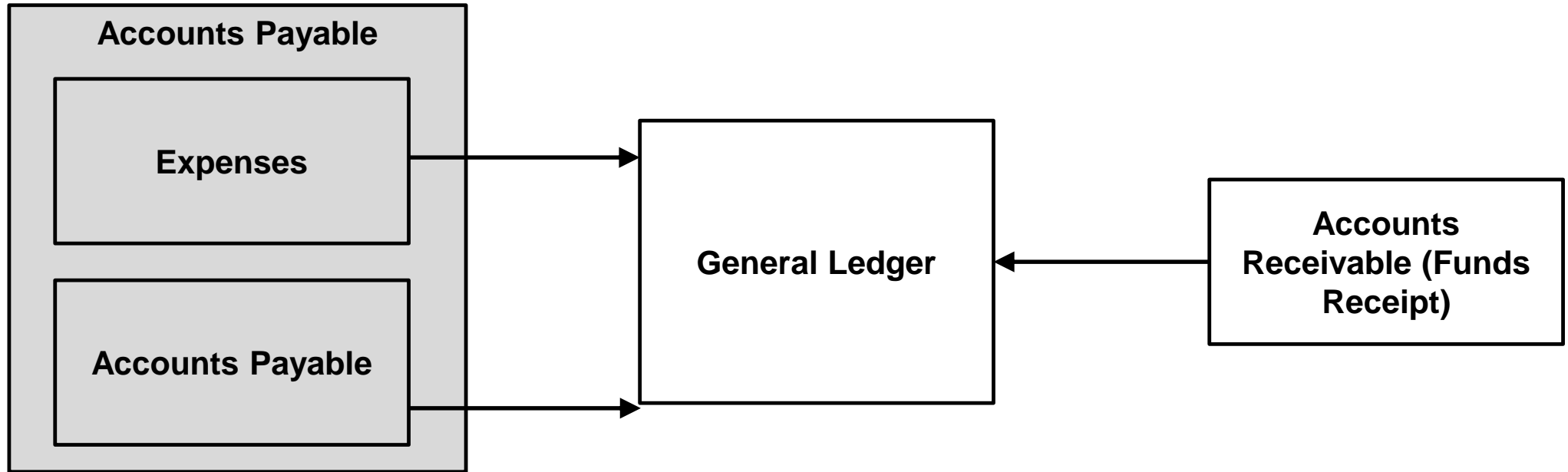




General Ledger: Accounts Receivable Integration

General Ledger integrates with the Accounts Receivable module in the following ways:

- Accounts Receivable transactions are edit checked using General Ledger edit configuration.
- The Accounts Receivable module creates accounting entries to the appropriate ledgers.



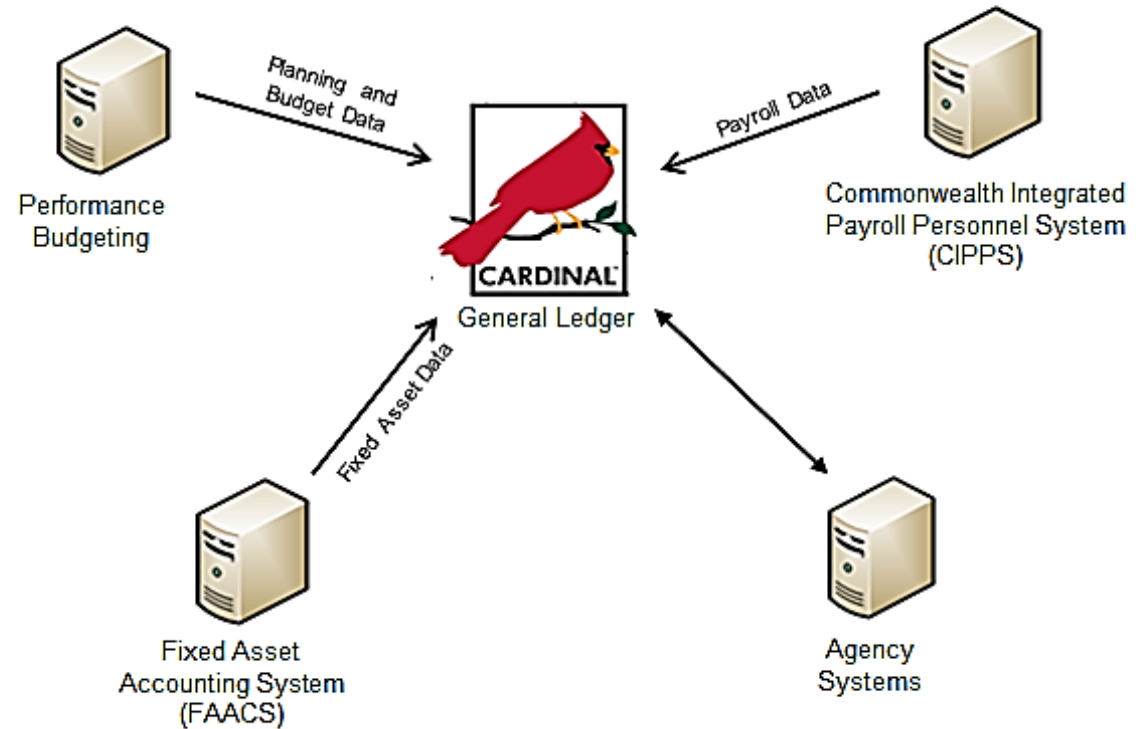


General Ledger Interfaces

General Ledger sends and receives information to and from other Cardinal modules.

General Ledger also sends and receives information to and from external systems.

The image chart highlights the data flows in and out of General Ledger.



Click on image to enlarge



Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



General Ledger integrates with other Cardinal modules, including Accounts Payable, Expenses, and Accounts Receivable. These modules send journals to General Ledger.

- ☐ True
- ☐ False



Lesson 3: Summary

3

General Ledger Integration and Interfaces

In this lesson, you learned:

- General Ledger integrates with the Accounts Payable, Expenses, and Accounts Receivable modules.
- Commitment Control integrates with General Ledger and each of the other Cardinal modules through the budget checking of transactions.
- General Ledger sends and receives information from various sources both within and external to Cardinal.



Course Summary

GL130

General Ledger Overview

In this course, you learned:

- Describe key General Ledger concepts
- Describe the overall General Ledger process
- Explain how General Ledger integrates with other Cardinal modules and interfaces with external systems



Course Evaluation

Congratulations! You successfully completed the **SW GL130: General Ledger Overview** course.

[Click here](#) to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the [X] button in the upper right corner.





Appendix

- Key Terms
- Diagrams and Screenshots
- Flowchart Key



Key Terms

Account Type: An account type designates a balance sheet or revenue / expenditure account. Account types in Cardinal include asset, expense, liability, transfer, equity, and revenue. These account types determine whether balances are carried forward during year-end processing.

Budget Checking: Budget Checking is the process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget. Transactions may pass, fail, or pass with a warning. The budget check process is run via a batch process. Typically, once a Valid budget check status is achieved, the budget balances are updated.

Budget Ledger: A budget ledger defines the type of budget (i.e., expenditure or revenue) and the type of transaction (i.e., budget, expense, recognized, or collected revenue) that will be recorded on the ledger.

Budget Structures: A budget structure defines the processing rules for each budget ledger.

Chart of Accounts (COA): An accounting structure that creates hierarchies for financial data elements. It is a mechanism to segregate and categorize financial transactions and budget data. The Cardinal Chart of Accounts provides a standard accounting structure for the Commonwealth of Virginia.

Combination Edits: Rules that determine which ChartField combinations are required, or not allowed, in order for an accounting entry to be posted.



Key Terms (continued)

Commitment Control: Commitment Control enables the tracking or controlling of expenses against budgets and revenues against estimates.

Journal: A journal is used to post accounting entries to a ledger.

Ledger and Ledger Group: A ledger is a record of monetary transactions by account (e.g., Budget, Actuals, Modified Accrual, Full Accrual, and Cash). A ledger group is a group that includes ledgers that have a common physical structure. Each ledger within the ledger group shares a common physical structure based on the ledger template. It has unique characteristics, such as its own base currency.


Modified Accrual Accounting: Modified accrual accounting is an accounting method that recognizes revenues when they become available and measurable and records liabilities when expenditures are incurred. When expenditures are paid, the related liabilities are debited and cash is credited.

Tree: A tree is used to set up hierarchical structures in Cardinal. Trees can depict the relationships of the business entities in a hierarchical structure or represent a group of summarization rules (roll ups) for a particular ChartField.

Tree Structure: A tree structure defines the groupings and hierarchical relationships between ChartField values in the same database table.





Standard ChartField Configuration

 **CARDINAL**

All ▾ Search >> Advanced Search

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > Design ChartFields ▾ > Configure ▾ > Standard Configuration

Standard ChartField Configuration

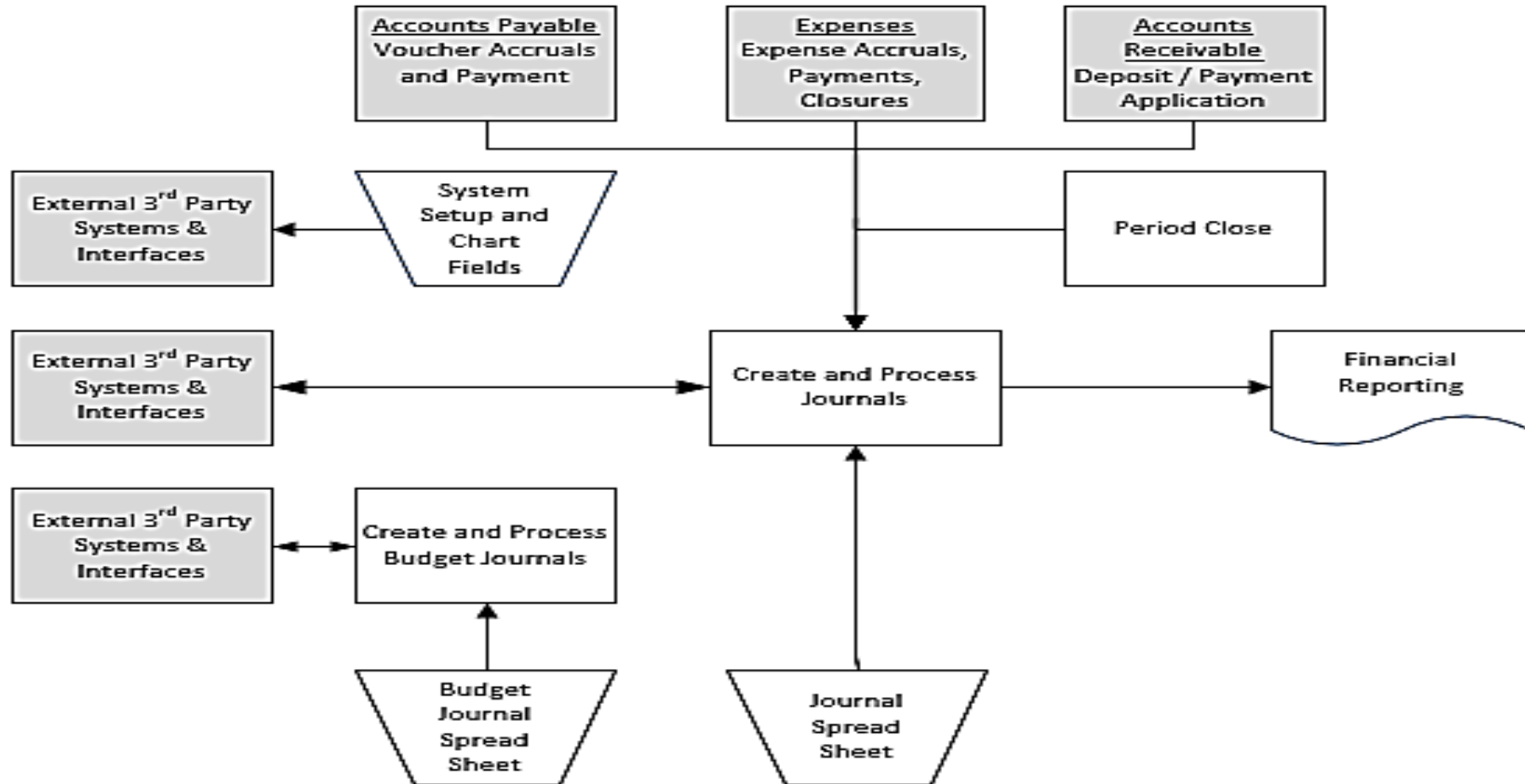
List of Chartfields Personalize | Find |   First ◀ 1-21 of 21 ▶ Last

	Status	Order	Field Long Name	Field Short Name		Display Length	Affiliate Type	IntraUnit Related ChartField	
<input type="checkbox"/>	Active ChartField	<input type="text" value="1"/>	Account	Account	Relabel	<input type="text" value="10"/>			⬆
<input type="checkbox"/>	Active ChartField	<input type="text" value="2"/>	Fund	Fund	Relabel	<input type="text" value="5"/>			
<input type="checkbox"/>	Active ChartField	<input type="text" value="3"/>	Program	Program	Relabel	<input type="text" value="10"/>			
<input type="checkbox"/>	Active ChartField	<input type="text" value="4"/>	Department	Department	Relabel	<input type="text" value="10"/>			
<input type="checkbox"/>	Active ChartField	<input type="text" value="5"/>	Cost Center	Cost Center	Relabel	<input type="text" value="10"/>			
<input type="checkbox"/>	Active ChartField	<input type="text" value="6"/>	Task	Task	Relabel	<input type="text" value="6"/>			
<input type="checkbox"/>	Active ChartField	<input type="text" value="7"/>	FIPS	FIPS	Relabel	<input type="text" value="5"/>			
<input type="checkbox"/>	Active ChartField	<input type="text" value="8"/>	Asset	Asset	Relabel	<input type="text" value="8"/>			
<input type="checkbox"/>	Active ChartField	<input type="text" value="9"/>	Agency Use 1	Agency Use 1	Relabel	<input type="text" value="10"/>			
<input type="checkbox"/>	Active ChartField	<input type="text" value="10"/>	Agency Use 2	Agency Use 2	Relabel	<input type="text" value="8"/>			

Click on image to return



General Ledger Functional Area



Click on image to return



General Ledger Functional Area (continued)

System Setup and ChartFields: Within the System Setup and ChartFields process, a number of items are maintained, such as COA values, tree structures, SpeedTypes / SpeedCharts, and combination edits.


Create and Process Budget Journals: This process provides budgetary control against pre-defined and authorized budgets within the General Ledger. The Department of Planning and Budget (DPB) controls budget adjustments for all legal budgets, Appropriations, and Allotments. Agencies can create and adjust agency-level budgets at their discretion. Budget journals can be created using online pages, or loaded into Cardinal using a spreadsheet budget journal or a budget import tool.

Create and Process Journals: This process is the main function within General Ledger. During this process, financial and statistical transactions post to the General Ledger. Journal entries can be created using online pages, other modules, interfaces, or an Excel spreadsheet.

Period Close: This process is initiated at calendar milestones (i.e., month end, year end, budget year end). The General Ledger and other Cardinal modules can close accounting periods on different dates for a given accounting period.



General Ledger Home Page















Home | Worklist | Add to Favorites | Sign out

All ▾ Search >> Advanced Search

Favorites ▾ | Main Menu ▾ > General Ledger ▾

General Ledger

 **General Ledger**
Access General Ledger.

 Journals Create, import, review, correct, and process journal entries. <ul style="list-style-type: none">Journal EntryStandard JournalsImport Journals2 More...	 GL Subsystem Reconciliation Perform General Ledger subsystem reconciliation. <ul style="list-style-type: none">TA-GL Database ReconciliationTA-GL Journal Recon ReportAP-GL Reconciliation7 More...	 Ledgers Configure ledgers and ledger templates and groups; import/export ledger data. <ul style="list-style-type: none">TemplatesDetail LedgersLedger Groups6 More...
 Summary Ledgers Access summary ledgers. <ul style="list-style-type: none">Ledger Set for Summary LedgerDefine Summary LedgerBuild Summary Ledger2 More...	 Close Ledgers Configure ledger closing rules and request a process for closing. <ul style="list-style-type: none">Closing RulesClosing Process GroupClosing Rule Report3 More...	 Average Daily Balance Configure average daily balance definitions and run the calculation process. <ul style="list-style-type: none">ADB DefinitionADB ProcessADB Definition ReportADB Calculation Report
 Open Items Review and reconcile open items. <ul style="list-style-type: none">Open Item Listing Report	 Maintain Standard Budgets Review, copy, or update standard budgets. <ul style="list-style-type: none">Budget Copy Calculation Log	 Monitor Background Process Unlock journals/nonshared tables; review statistics; print process report. <ul style="list-style-type: none">Journal UnlockReview Incremental Led Status
 Review Financial Information Run inquiries on journals, ledgers, or accounting entries. <ul style="list-style-type: none">JournalsLedgerLedger Group4 More...	 General Reports Access journal, ledger, trial balance, reconciliation, and InterUnit reports. <ul style="list-style-type: none">Payment Cash ReportsCARS Interface Summary ReportCOVA Analysis of Appropriation33 More...	



General Ledger Home Page (continued)

Journals: Create, import, review, correct, and process journal entries.


Review Financial Information: Run inquiries on journals, ledgers, or accounting entries.

Ledgers: Configure ledgers and ledger templates and groups; import / export ledger data.

General Reports: Access journal, ledger, trial balance, reconciliation, and InterUnit reports.



Design ChartFields Page











Home | Worklist | Add to Favorites | Sign out

All ▾ Search >> Advanced Search

Favorites ▾Main Menu ▾> Set Up Financials/Supply Chain ▾> Common Definitions ▾> Design ChartFields ▾

Design ChartFields

 **Design ChartFields**
Design ChartFields.

 Configure Configure ChartFields. <ul style="list-style-type: none">Standard ConfigurationAdvanced ConfigurationAttributes3 More...	 ChartField Audits Perform ChartField audits. <ul style="list-style-type: none">Run Audits	 Define Values Define ChartField values. <ul style="list-style-type: none">ChartField ValuesSpeedTypesMass Delete SpeedTypes
 Combination Editing Create ChartField combination edit rules. <ul style="list-style-type: none">ChartField Editing TemplateCombination DefinitionCombination Rule11 More...	 ChartField Value Sets Set up ChartField value sets. <ul style="list-style-type: none">Setup ChartField Value Sets	 Review Review configuration status/steps, alternate accounts and ChartField attributes. <ul style="list-style-type: none">Review Alt Account MappingReview ChartField Attributes
 Reports Report on ChartFields, alt accounts, configuration, SpeedTypes or account types. <ul style="list-style-type: none">ChartField ReportsChartField Report OptionsAccount Balancing Group5 More...		



Design ChartFields Page (continued)

Configure: Configure ChartFields and ChartField attributes.

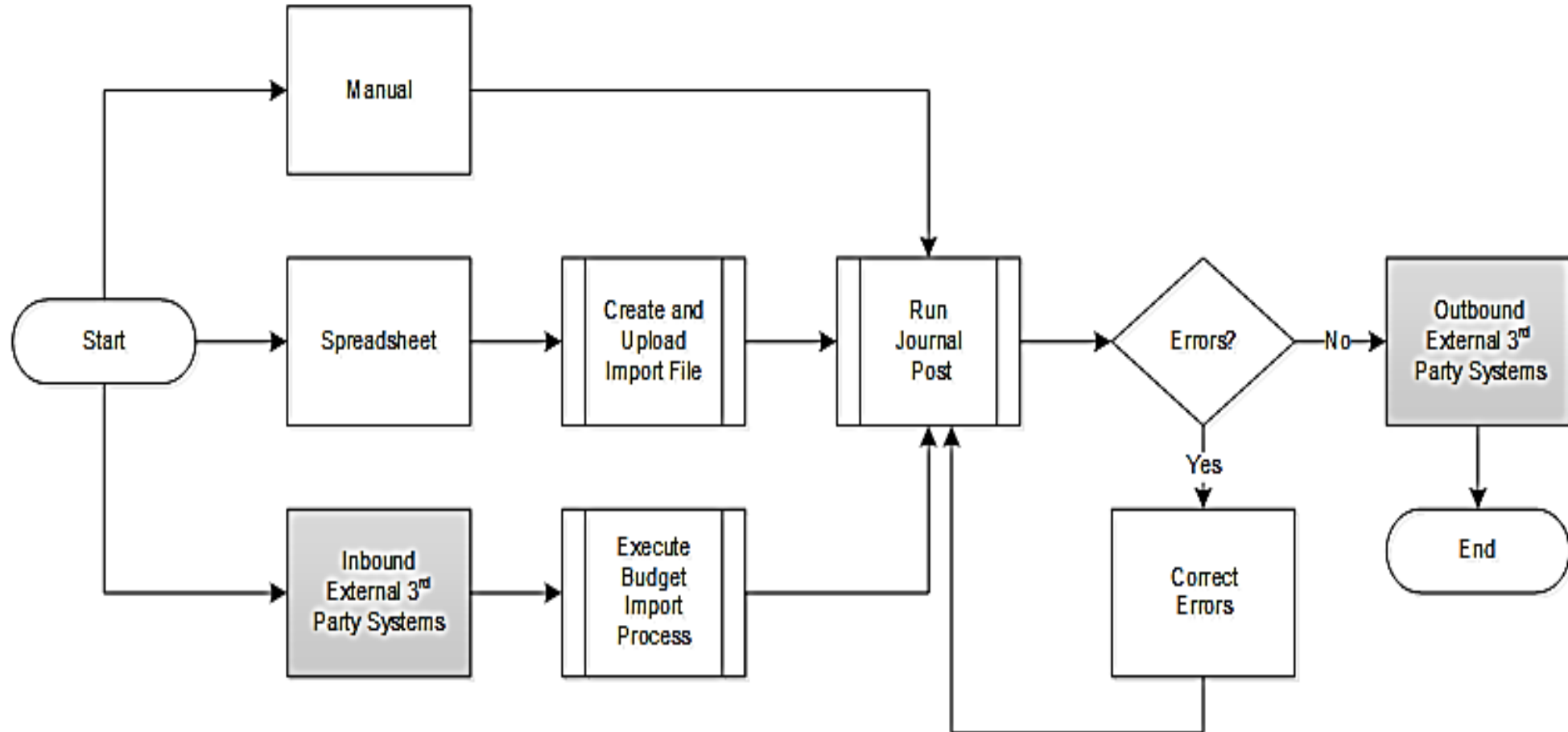
Combination Editing: View combination edit rules.

Reports: Report on ChartFields, configuration, SpeedTypes, or account types.

Define Values: Define ChartField values and SpeedTypes.



Create and Process Budget Journals



Click on image to return



Create and Process Budget Journals (continued)

Manual: Journals can be manually entered online to establish or change the budgeted amount for a budget.

Spreadsheet: Journals can be entered using spreadsheet budget journals to establish or change the budget amount.

External System: External Systems send budget entries in the designated file format. The file(s) are staged and uploaded to create budget journals by the Journal Processor.

Create and Upload Import File: An import file is created using an Excel macro to convert it into the correct format. The import file process is run to create budget journals.


Execute Budget Import Process: Staged files are uploaded and the budget import process runs to create the budget journals.

Run Journal Post: A series of checks are performed and a journal is posted to the budget ledgers if there are no errors.

Correct Errors: All errors must be corrected before a journal can be successfully posted in Cardinal. A budget journal can be corrected by either changing the ChartFields values or budget amounts.



Commitment Control Page


**CARDINAL™**










Home | Worklist

All Search >> Advanced Search

Favorites Main Menu > Commitment Control

Commitment Control

**Commitment Control**
Define or maintain budgets, budget-check, and review budgets and exceptions.

 Define Control Budgets Create budget definitions for Commitment Control ledger groups. <ul style="list-style-type: none">Budget DefinitionsCopy Budget DefinitionsBudget Attributes5 More...	 Define Budget Security Activate and configure security events for budget entry, inquiry, and override. <ul style="list-style-type: none">EventsField SetupRule Definitions7 More...	 Budget Journals Access Commitment Control budget journals. <ul style="list-style-type: none">Enter Budget JournalsEnter Budget TransferMass Delete Budget Journals2 More...
 Post Control Budget Journals Post control budget journals. <ul style="list-style-type: none">Request PostingBudget Ledger Details Report	 Review Budget Activities Review budget activities. <ul style="list-style-type: none">Budget DetailsBudgets OverviewLedger Inquiry Set3 More...	 Close Budget Close a budget. <ul style="list-style-type: none">Define Budget Period SetDefine Closing RuleDefine Closing Set9 More...
 Budget Reports Run budget reports. <ul style="list-style-type: none">Budget Notification ProcessDPB Interface ErrorsAppropriation Activity Report14 More...	 Third Party Transactions View and budget-check generic third-party and payroll transactions. <ul style="list-style-type: none">Generic Transaction EntryBudget Check Generic TransBudget Check HR Payroll	 Review Budget Check Exceptions Review budget-check exceptions. <ul style="list-style-type: none">Purchasing and Cost ManagementTravel and ExpensesAccounts Payable6 More...



Commitment Control Page (continued)

Define Control Budgets: Define Control Budgets creates budget definitions for Commitment Control ledger groups.

Post Control Budget Journals: Use this link to run Posting Process in Batch mode, although you can post budget journals using the Commitment Control Posting process directly from the **Enter Budget Journals** and **Enter Budget Transfer** pages.

Budget Reports: This link allows you to run budget reports. Budget Journal reports can run at various intervals during the processing of budget journal entries. Example budget reports are: Budget Status Report, Activity Log, and Budget Key Translations Report.


Budget Journals: Use this link to access Commitment Control budget journals.

Close Budget: Use this link to close a budget. When you close Commitment Control budgets, the budget closing process creates budget journals that are posted to the budget ledger. When you set up your budget closing, you have the option to close only, or to close and roll the remaining available budget balance forward to the new budget period or new fiscal year.

Review Budget Check Exceptions: This link allows you to review budget check exceptions. Budget check exceptions are errors identified during the Budget Checking process.



Journals Page






















Home | Worklist | Add to Favorites

All ▾ Search >> Advanced Search

Favorites ▾ | Main Menu ▾ > General Ledger ▾ > Journals ▾

General Ledger

 **Journals**
Create, import, review, correct, and process journal entries.

 Journal Entry Create, update, or copy journal entries. <ul style="list-style-type: none"> Create/Update Journal Entries Copy Journals	 Standard Journals Define, create, or review standard and recurring journals. <ul style="list-style-type: none"> Define Standard Journals Create Standard Journals Review Standard Journals	 Import Journals Import journals from external flat files or the spreadsheet journal interface. <ul style="list-style-type: none"> External Flat Files Spreadsheet Journals
 Subsystem Journals Configure Journal Generator accounting entry definitions and templates. <ul style="list-style-type: none"> Accounting Entry Definition Journal Generator Template Generate Journals	 Process Journals Review and submit journals for editing, budget-checking, and posting. <ul style="list-style-type: none"> GL to PC - WebIMS Mark Agy JmIs for Posting Edit Journals7 More...	



Journals Page (continued)

Journal Entry: Create, update, or copy journal entries.


Standard Journals: Define, create, or review standard and recurring journals. A recurring journal entry is an entry that is periodically generated according to a schedule, such as monthly rent, lease payments, and depreciation expenses.

Process Journals: Edit journals, budget check journals, mark journals for override, mark journals for posting, post journals, review journal status, journal edit errors report, and Posted Journal Summary Report.

Import Journals: Import journals from external flat files or the spreadsheet journal interface.



Process Journals Page














Home | Worklist | Add to Favorites

All ▾ Search >> Advanced Search

Favorites ▾Main Menu ▾> General Ledger ▾> Journals ▾> Process Journals ▾

General Ledger

 **Process Journals**
Review and submit journals for editing, budget-checking, and posting.

 GL to PC - WebIMS GL to PC - WebIMS	 Mark Agency Journals for Posting Mark Agency Journals for Posting	 Edit Journals Request a process to edit journals.
 Budget Check Journals Request a process to budget-check a journal against predefined budget criteria.	 Mark Journals for Override Mark journals for override after they fail budget checking.	 Mark Journals for Posting Identify journals that are ready to post and mark them for posting.
 Post Journals Request a process to post valid journal entries to the ledger.	 Review Journal Status Specify search criteria to review the status of journals.	 Journal Edit Errors Report Print a report listing detailed information on journal edit errors.
 Posted Journal Summary Report Create a report summarizing posted journal information.		



Process Journals Page (continued)

Mark Journals for Override: Mark journals for override after they fail budget checking.

Review Journal Status: Specify search criteria to review the status of journals.

Edit Journals: Request a process to edit journals.

Mark Journals for Posting: Identify journals that are ready to post and mark them for posting.

Journal Edit Errors Report: Print a report listing detail information on journal edit errors.

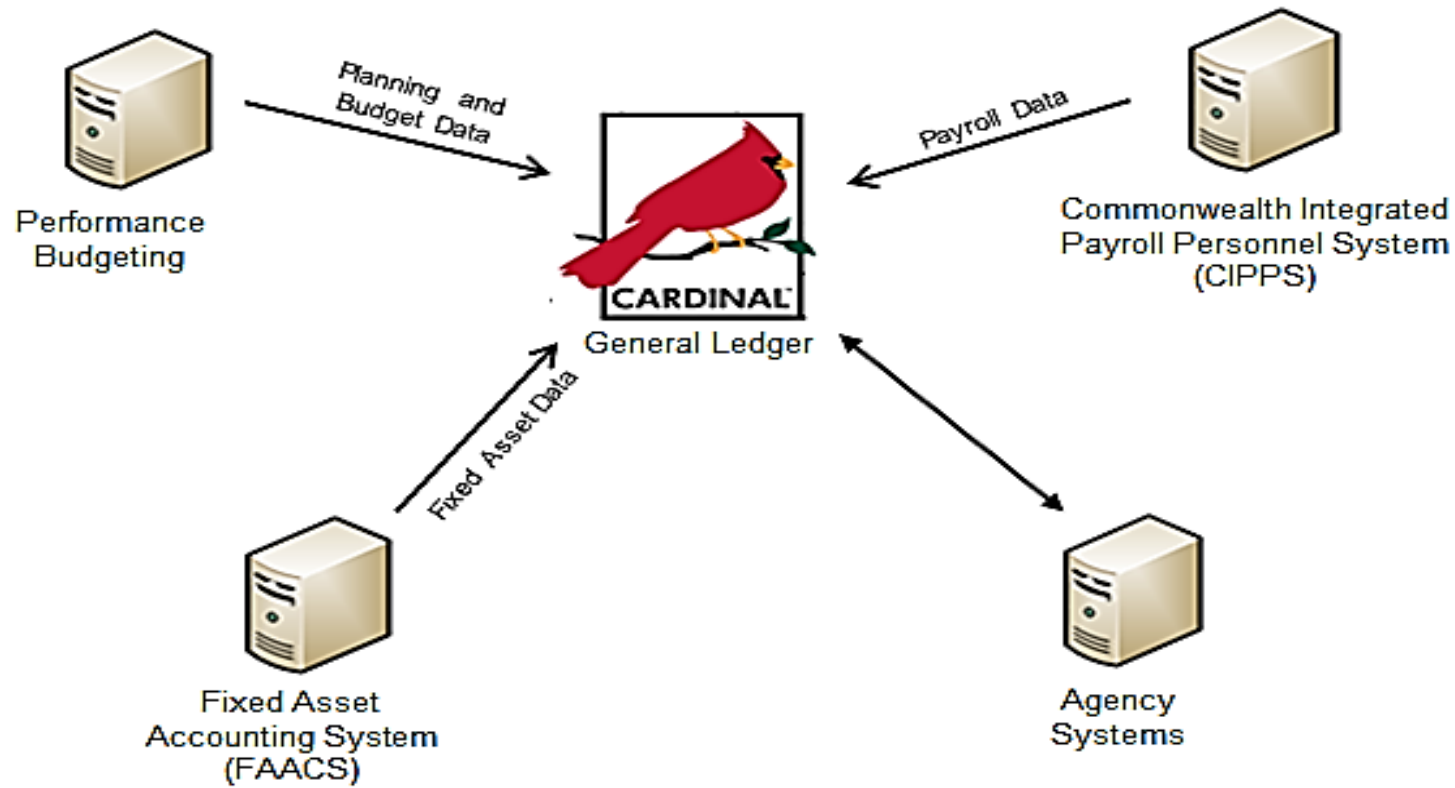
Budget Check Journals: Request a process to budget check a journal against pre-defined budget criteria.

Post Journals: Request a process to post valid journal entries to the ledger.

Posted Journal Summary Report: Create a report summarizing posted journal information.





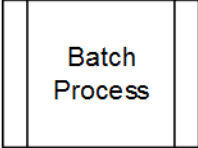
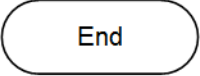
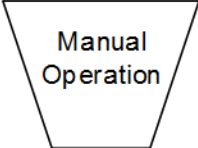
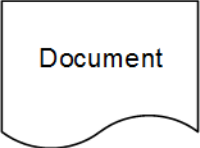
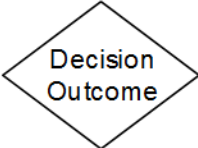
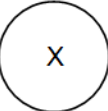
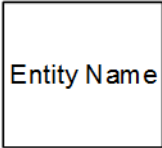
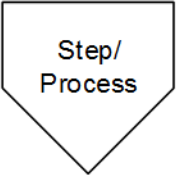
Interfaces



Click on image to return



Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.